

POSITION DESCRIPTION

Position Title:	Pet Care Staff (Kennel)
General Description:	The primary function of GVA Pet Care Staff is to assist the DVM and technical staff in the delivery of quality care to in-house pets, primarily boarders. Working under the direct supervision of the attending veterinarian, Patient Care Coordinator and Pet Care Supervisor, the pet care staff is responsible for ensuring that quality veterinary care is provided with GVA standards employed.
ADA Essential Duties:	Computer literacy, capability to lift 40lbs alone, interact with and restrain animals, work a minimum of 4 hours standing only, basic math skills (addition, subtraction, multiplication and division)
Position Levels:	There are no levels for the Pet Care staff position.
Required Knowledge:	The Pet Care staff must have knowledge of all procedures in the kennel manual, outpatient procedures, inpatient procedures, hospital protocols, medication administration, animal restraint, and sanitation.
Hiring Policy:	Our hospital does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national origin, marital status, or the presence of any non-position-related medical problem or handicap.
Reporting:	The Pet Care staff's primary reporting responsibility is to the Pet Care Supervisor. For human resources and scheduling, they should report to their supervisor, the Practice Manager or the Hospital Administrator.
Advancement:	<p>All employees of the hospital are encouraged to be trained to the full extent of their abilities. Your employment will be reviewed on an ongoing basis coinciding approximately with your 3 month anniversary and the anniversary of your hire date. Any increase in salary or additional training will be determined based on your displayed abilities and conduct in the hospital on a merit basis.</p> <p>In the event that you have an interest in pursuing further formal training in specific areas such as nutrition, radiology, or anesthesiology, etc., you are encouraged to share that interest with a manager or your coordinator so we can discuss providing the training, or using your CE allowance to do so.</p>
Policy Manual:	The Pet Care staff shall perform his/her duties in accordance with this position description and the contents of the policy manual, a copy of which was given to all staff upon hire.

Specific Duties:

The Pet Care staff is responsible for carrying out any task as directed by pet care supervisor, a DVM or hospital management, which may include, but is not limited to, the following:

1. Treatment area assistance
2. Boarding exam procedures
3. Keep all grass areas clean and free of animal feces
4. Animal restraint, as necessary.
5. Animal medicating, primarily oral route
6. Admission and discharge procedures for boarders
7. Assist receptionists when necessary, and assume those duties in an absence.
8. Ensure that all patients are clean and dry.
9. Assist groomers when necessary
10. Bathe pets as needed
11. Walk, feed and oversee to the general well-being of all boarders.
12. Properly and legibly record treatment in records
13. Maintain appropriate inventory levels for supplies
14. Work as scheduled
15. Follow all protocol in the kennel manual
16. Understand the GVA vision, core values and mission.
17. Oversee hospital cleanliness

Company Vision:

GVA is a company that embodies courtesy over efficiency in our daily interaction with co-workers and clientele. All positions awarded within GVA come with an expectation of excellence, respect, proficiency, dedication, and an inherent love for the human-animal bond.